

F4T. E. Henry, Jason
Monday

Principal's Checklist

- Review packet and facilitator's notes on agenda
- Establish a login for module site
- Decide on whole group or individual option for module completion.
If whole group, speakers are needed for audio
- Copy handouts for staff
 - Agenda
 - Module PLC note-taking handout
 - Content Analysis handout
 - Evaluation form (half page)
- Materials needed:
 - Chart paper and markers or interactive whiteboard for PLC discussions
- Determine group configurations for afternoon session
 - Grade level
 - Content area

Things to Remember...

- This agenda allows for flexibility in the presentation of the module
- Consider asking a Common Core Team member to assist, but as the administrator, please lead the PLC discussions
- The morning and afternoon sessions end with a whole-group PLC discussion
- Collect CEU certificate and evaluation from all staff
- Deliver the attendance log, CEU certificate, and evaluations to Dr. Mason by Wednesday, November 23rd